

**UNIVERSITY OF CALIFORNIA  
LAWRENCE LIVERMORE NATIONAL LABORATORY**

**TRAVEL EXPENSE RULES FOR SELLERS/SUBCONTRACTORS**

**(WITH TRAVEL RATE SCHEDULE)**

1. General

Subcontractors shall be reimbursed for travel expenses incurred in the performance of their Subcontracts, including Purchase Orders and Agreements, in accordance with these Travel Expense Rules. The applicable travel reimbursement rates are summarized in the attached Travel Rate Schedule. As used herein, the term "Subcontractor" shall also mean "Seller". If the Subcontract provides that costs are to be reimbursed in accordance with the cost principles and procedures of Federal Acquisition Regulation (FAR) Part 31, these Travel Expense Rules shall apply only to the extent they supplement, not supercede, FAR Part 31.

The travel expenses shall be for official business travel between authorized points authorized in advance by the University Procurement Representative, unless otherwise indicated herein.

Subcontractors shall submit travel expense statements with its invoice for reimbursement of travel expenses, upon request. The statements shall show the dates and hours of departure and arrival between all official points of travel. Subcontractors shall also submit receipts for the travel expenses as required herein.

2. Transportation Expenses

2.1 Travel Airfare

Reimbursement for travel airfare shall be limited to not more than commercial coach-class accommodations, except when coach-class accommodations are not reasonably available. Subcontractors are not authorized to use private aircraft for such travel. Coach-class accommodations shall be considered not reasonably available when such accommodations would, for example:

- Require circuitous routing
- Require travel during unreasonable hours
- Greatly increase the duration of the flight
- Result in additional costs that would offset the transportation savings

The University Procurement Representative must approve the use of business-class or first-class accommodations for reasons other than those stated above.

Special-fare tickets (e.g., Excursion Fare) shall be purchased for the entire trip wherever itineraries make this practicable.

Written approval must be obtained from the University Procurement Representative prior to the commencement of any commercial travel between the United States and a foreign country or between foreign countries. Travel must occur on U.S.-Flag air carriers.

## 2.2 Private Automobile Expenses

Reimbursement for travel by private automobile shall be the lesser of the appropriate commercial coach-class airfare between the authorized points or the mileage allowance specified in Section A of the Travel Rate Schedule.

The mileage allowance shall be based on odometer readings between authorized points by the most direct route. Additional mileage may be allowed when the traveler is forced to use an indirect route. The additional mileage must be fully explained; otherwise, only the direct mileage shall be allowed. The total mileage shall not exceed by more than five percent the driving distance indicated at the following website, or contact the University Procurement Representative for assistance: <http://www.mapquest.com/>

The mileage allowance shall be per automobile and shall not be increased, regardless of the number of persons transported. It shall cover all related transportation costs and operating expenses including repairs, towing, tires, gasoline, oil, insurance, and depreciation. Such expense items shall not be reimbursed separately.

Reimbursement for travel by private automobile to and from a residence and local airports shall be by the mileage allowance specified in Section A of the Travel Rate Schedule.

## 2.3 Rental Car Expenses

Reimbursement for travel by rental car shall be limited to the actual, reasonable cost for a mid/intermediate size automobile, supported by receipts. The cost of liability, collision, or personal accident insurance shall not be reimbursable.

Any personal mileage must be indicated and deducted on the Subcontractor's travel expense statement.

## 2.4 Public Ground Transportation Expenses

Reimbursement for travel by public ground transportation shall be limited to the actual, reasonable cost, in accordance with Section B of the Travel Rate Schedule.

## 2.5 Parking Expenses

Reimbursement for parking while traveling on official business or for private automobile at local airports shall be reimbursable at the actual, reasonable cost, in accordance with Section C of the Travel Rate Schedule.

## 3. Lodging Expenses

### 3.1 Reasonable expenses for normal travel lodging within the continental United States (CONUS) shall be reimbursable at actual cost, up to the applicable maximum CONUS

rate for lodging stipulated in the Federal Travel Regulation (FTR) for the applicable key city, in accordance with and subject to Section D of the Travel Rate Schedule. (The FTR is in Title 41 Code of Federal Regulations (CFR), Chapters 300 through 304.) The lodging expenses shall be supported by receipts. For extended travel or travel outside CONUS, the maximum rate for of reimbursement of lodging expenses shall be negotiated.

- 3.2 When accommodations are shared with other than an official traveler, reimbursement shall be limited to the cost that would have been incurred if traveling alone. If luxury accommodations are used for personal reasons, reimbursement shall be limited to reasonable single accommodations normally used in the immediate vicinity of the Laboratory or other work location.

4. Meals & Incidental Expenses

- 4.1 Reasonable expenses for normal meals and incidental expenses (M&IE) while on travel within CONUS for more than 12 hours shall be reimbursable at actual cost, up to the maximum CONUS rate for M&IE stipulated in the FTR for the applicable key city, in accordance with and subject to Section E of the Travel Rate Schedule. The maximum M&IE rate shall apply on a daily or proportional basis, as stipulated in the Travel Rate Schedule. For extended travel or travel outside CONUS, the maximum rate for reimbursement of meals and incidental expenses shall be negotiated.

- 4.2 The term "incidental expenses" shall be defined as those necessary and related expenses incurred while on travel for: laundry and cleaning; fees for traveler's checks and automated teller machines; fees and tips to waiters, waitresses, porters, baggage handlers, maids, etc.; telephone and fax charges for reserving lodging and/or confirming transportation; and other such expenses.

- 4.3 The term "on travel" shall mean from the quarter of the day during which the travel commences to the quarter of the day on which the travel terminates.

5. Miscellaneous Travel Expenses

Other travel expenses authorized or approved by the University Procurement Representative as a miscellaneous expense will be reimbursed at the actual, reasonable cost. Taxes for reimbursable lodging are deemed approved as a miscellaneous expense when lodging is authorized.

6. Pro-Rating of Expenses & Cancellation Charges

When the travel is also for another organization or for personal reasons, all related travel expenses and allowances shall be equitably prorated. The related expense statement shall clearly explain all items of cost, including the periods of time, dates and hours. Charges incurred when a traveler fails to cancel reservations within specified time limits are normally not reimbursable.

7. Receipts

Receipts for the following travel expenses shall be included with the invoice for reimbursement:

- Airline tickets (ticket stubs are satisfactory)

- Public Ground Transportation over the amount specified in Section B of the Travel Rate Schedule. This receipt must show company name, destination, date, and vehicle identification number or driver's name.
- Car Rental
- Parking fees over the amount specified in Section C of the Travel Rate Schedule
- Lodging Expenses

(END OF RULES)

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**TRAVEL RATE SCHEDULE**

The following travel rates shall be used in conjunction with, and are subject to, the Travel Expense Rules for Subcontractors/Sellers:

- A. Mileage allowance for use of privately owned automobiles for official business and for transportation between residence and local airports is at the mileage rate listed in 41 CFR Part 301-10, and shall be supported by statement of travel route and mileage.
- B. Public Ground Transportation shall be reimbursable at the actual, reasonable cost, with receipts required if fare plus tip is over \$25.00.
- C. Parking shall be reimbursable at the actual, reasonable cost, with receipts required for amounts over \$10.00 per day.
- D. Lodging Expenses (excluding taxes) shall be reimbursable at the actual, reasonable cost, up to the applicable FTR maximum CONUS rate, supported by receipts.

The actual tax paid on the reimbursable lodging expense is reimbursable as a miscellaneous travel expense.

- E. Meals and Incidental Expenses while on travel shall be reimbursable at the actual, reasonable cost, up to the portion of the applicable FTR maximum CONUS rate indicated below:
  - On travel more than 12 hours  
but less than 24 hours 75% of CONUS Rate
  - On travel for 24 hours or more:
    - Day of departure & last day of travel 75% of CONUS rate
    - Full day on travel 100% of CONUS rate
  - On travel for less than 12 hours Not Reimbursable

(END OF SCHEDULE)